IBMid



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#### IBMid

IBMid is an authentication method used by IBM for applications and services. With one account, users can access IBM products such as IBM Cloud, IBM Watson Studio, IBM Planning Analytics, and more.

#### How to create a new IBMid

- 1. Go to Create an IBMid.
- 2. Enter all required information in the fields provided. Note: The email address that you provide will become your new IBMid.
- 3. Select **Next**, then verify your email address.
- 4. An email will be sent to the address provided.
- 5. Enter the code provided via the email in the **Verification token** field.
- 6. Select the checkbox to be informed by email about IBM products and services.
- 7. Select Create account.
- 8. Acknowledge the IBM Privacy Notice, then select **Proceed** to complete your registration.

#### What do you do if you forget your IBMid password?

If you forgot your IBMid password, use the forgotten password button to reset it. Note: Your IBMid will become locked with too many login attempts, and IBM has a process for unlocking it: <u>Reset Password.</u>

#### Security and IBMid

Your IBMid is the account that you use to sign in to IBM Services including IBM Cloud, IBM Watson Studio, IBM Planning Analytics, and more. IBM uses world-class security technologies to help secure your data.

#### Formatting your IBMid

- Use a valid email address format (e.g., name@company.com).
- Your IBMid can't be longer than 80 characters.
- Your IBMid can't contain the following special characters: \* ( ) \ + : ; " <> ,
- Your IBMid can't contain an @ special character, except to separate the user and domain (e.g., name@company.com is valid but n@me@company.com is not).

#### **Protect your IBMid and password**

To help protect your IBMid and all the important content that you store with IBM, you can follow these recommendations.

• Don't share an account with other people. Sharing your IBMid means that you're giving someone else access to all of your content. If someone else helped you set up your IBMid and password, change your password.

- Never give your IBMid password, verification codes, or any account security details to anyone else. IBM will never ask you for this information.
- IBM requires that you use a strong password for your IBMid—eight or more characters, including upper and lowercase letters and at least one number.
- Implement multifactor authentication, designed to make sure that you're the only person who can access your IBMid, even if someone else knows your password.
- Don't use your IBMid password with other online accounts.
- IBM has strict policies and procedures in place to prevent unauthorized access to your IBMid. When you contact us for support, we may ask you to confirm your IBMid via an email.
- Keep your account information up to date IBM notifies you by email when changes are made to your account.
  - If you receive a notification, but don't remember making changes, someone else might have wrongfully accessed your account.
  - You should change your password immediately and always keep your account information up to date.
- Password complexity rules
- <u>Multifactor authentication</u>

It is highly recommended that you use multifactor authentication with your IBMid account. In fact, some applications that ask for your IBMid require multifactor authentication. For your second factor method, you can choose either the IBM Verify App, the Google Authenticator App, or Email.

- <u>Changing your IBMid password</u>
- Forgot Your IBMid?
- Request deletion (Offboarding) of your IBMid account

#### **Related information**

- <sup>E+</sup>Keep your profile up to date
- <u>Changing your IBMid password</u>

#### **Password complexity rules**

#### **Requirements for IBMid**

- Must be only single-byte characters. See Single-byte characters.
- Must be 12 to 63 characters long
- Must contain at least one number, one uppercase letter, and one lowercase letter
- Can contain any special character from a standard keyboard
- Cannot contain the phrase "password"
- Cannot contain your IBMid
- Cannot contain your First or Last name
- Spaces cannot be used as the first and the last character. If provided, the password is considered without those spaces

#### Tips to creating a strong password

- Memorable to you but difficult for others to guess
- Mixing upper and lowercase letters, numbers, and special characters adds complexity
- Avoid obvious words (e.g., MyPassword2), proper names (e.g., Michael123), or pop culture icons (e.g., Superman1) as the part of your password

Note: In accordance with the Italian Privacy Act, passwords for all users working in Italy expire every 90 days.

#### **Multifactor authentication**

It is highly recommended that you use multifactor authentication with your IBMid account. In fact, some applications that ask for your IBMid require multifactor authentication. For your second factor method, you can choose either the IBM Verify App, the Google Authenticator App, or Email.

#### Manage multifactor authentication from your Profile



3. If multifactor authentication is turned on via the on/off toggle button, the following information is displayed. To add or delete current multifactor authentication methods, select the icon following **Manage your verification methods.** 

Security (1)	You can enable/disable your two-step verific the toggle button.	ation options using	💽 On
	Manage your verification methods here: 🖸	Refresh 🖒	
	IBM Verify (j) app	Enabled	
	Authenticator (j) app	Enabled	
	Email 🛈	Not Enrolled	

#### Available methods for multifactor authentication

#### **IBM Verify App**

This is an enrolled factor that uses the IBM Verify app (located in both iOS and Android app stores) to support push notifications. When you select approve, access will be granted.

Authenticator app (time-based one-time password)

A randomly generated code is provided in the authenticator app. This method can be configured with IBM Verify, Duo, Google Authenticator, Microsoft Authenticator, and other apps following this standard. Email one-time passcode

A one-time code is sent to your email address.

#### **Initial multifactor authentication enrollment**

1. You are presented with the screen, select Get started.



2. Choose a method by selecting the link next to the authentication method of your choice.

<ul> <li>Cannectic conversion of the started sector of the sta</li></ul>	b66b0e-a667-4140-ab7c-9e2d7f5d21a8&operation=verify Add new verification method or device Choose your method IBM Security Verify app Verify with a simple tap on your iOS or Android device with the IBM Security Verify app. Add device Authenticator app The time-based, one-time access code that is generated by an authenticator app on your smart phone or tablet. Email The one-time access code to sent to your Cancel	×
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3. Follow the instructions on the screens to enroll in your selected method.

#### **Deleting multifactor authentication methods**

- 1. Login to <u>User Service Center</u> with your credentials.
- 2. Select the three dots on the right side of the method to delete and then select **Disable device.**

Important: Turning on the security toggle enables your account to be challenged for multifactor authentication, even if the application has different multifactor authentication settings. If the toggle is turned off, the multifactor authentication depends on specific application settings. Set up more than one multifactor authentication method in case you lose access to one of the enabled multifactor authentications.

#### **Changing your IBMid password**

Follow these steps to change your IBMid password:

- 1. Sign in to <u>MyIBM</u>.
- 2. In upper right section, select **Profile**.
- 3. Select Edit in the password section.
- 4. Enter your current password, then enter a new password.
- 5. Select Update to complete password change.

#### **Resetting your IBMid password**

Please click here to reset your password.

In the "reset your password" menu, enter your IBMid. An email will be sent to the inbox you have registered for your IBMid with a 14-digit code.

IBM

### Reset your password

BMid			
user	@example.com		
Cont	linue		→
Need	Help? <u>Contact IBMid</u>	help desk	
email	should look like this:		
e email	should look like this:	×	
e email Reset yo IBM Securit para ni +	should look like this: our IBMid password ty -braccipian.br.com-	ې ۱۱ may 2023, 16-42	
e email Reset yo IBM Securit para ni *	should look like this: our IBMid password ty -tomocratium.tom.com-	78 may 2023, 16-42 🕁	
e email Reset yo IBM Securit para ni *	should look like this: our IBMid password by -tomectaPlan.ton.com-	⊻ 18 may 2023, 16-42 🖈 Word	

66885607745846 If you did not make this change, please disregard this email and

contact helpdesk. Do not reply to this automated email.

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#### What if I'm not receiving the email with the 14-digit code?

- 1. Oftentimes the email gets mistakenly identified as spam. Checking the spam folder of your inbox is advised. The sender of the email is <u>ibmacct@iam.ibm.com</u> with subject "Reset your IBMid password".
- 2. If after a while the email hasn't arrived, please retry the password reset operation.

- 3. In case the email hasn't arrived, check with your company's IT department to validate they are not blocking the emails from sender <u>ibmacct@iam.ibm.com</u>.
- 4. In case the email is neither identified as spam, nor in the block-list of your company's IT department, it is probable the IBMid does not exist.
- 5. If you are confident you have an exsisting IBMid and it was not identified as spam, nor in the block-list of your company's IT department, send an email describing your issue to <u>ibmidsupport@ibm.com</u>.

#### **Forgot Your IBMid?**

Follow these steps to request help:

- 1. Select this <u>link</u> to the IBMid Worldwide Helpdesk and review the contact information related to your local location.
- 2. You will be asked to provide your IBMid username and/or email address in the email request.

#### **Request deletion (Offboarding) of your IBMid account**

Important: By requesting deletion, your IBMid account and associated Profile will be deleted and your access to entitled applications may be lost. Your marketing communication preferences will not be changed. To submit a data rights request or update your marketing communication preferences, you may access the <u>IBM</u> <u>Privacy Portal</u>.

After you delete your IBMid account, your IBMid account will be deactivated immediately and your account data will be removed in 30 days. You will not be able to login, access any applications, and will not be able create another IBMid account with the same email address within the 30 day period.

If you need this IBMid Account immediately removed, you will need to submit a case to <a href="mailto:ibmidsupport@ibm.com">ibmidsupport@ibm.com</a>.

Follow these steps to delete your IBMid account:

- 1. Please select the following link to delete your account IBMid Delete.
- 2. After logging into your profile, scroll down to find "Offboarding" (Red Square).

wwwpoc.ibm.com/ibmweb/myibm/us-en/profile				<b>\$</b> \$
IBM My IBM Profile Billing				
ID and password				
Contact information	Offboarding			
Company or organization	Account offboarding	Delete your account and data	Delete 🛱	1
Addresses			51010 E	
Offboarding				
	About your privacy	IBM collects Basic Personal Data enabling you to create and use your IBM account. You provide this personal data at registration, when updating your profile, or through an Identity Provider. IBM uses secured storage and communications, and justified use within IBM to protect your data. Your Basic Personal Data will be stored as long as you have an active IBM account.		
		The IBM Privacy Statement provides detailed information about your privacy rights.		
		Visit our IBM Privacy Portal to access and correct your personal data and preferences.		

3. Click on **"Delete" (Blue Arrow)**.

wwwpoc.ibm.com/ibmweb/myibm/us-en/profile			<b>1</b> 1
IBM My IBM Profile Billing			
ID and password			
Contact information	Offboarding		
Company or organization	Account offboarding	Delete your account and data	\$
Addresses			
Offboarding			
	About your privacy	IBM collects Basic Personal Data enabling you to create and use your IBM account, You provide this personal data at registration, when updating your profile, or through an Identity Provider. IBM uses secured storage and communications, and justified use within IBM to protect your data. Your Basic Personal Data will be stored as long as you have an active IBM account.	
		The IBM Privacy Statement provides detailed information about your privacy rights.	
		Visit our IBM Privacy Portal to access and correct your personal data and preferences.	

4. Check **"Yes, I want to permanently delete this IBM Account and all its data"** to proceed with the deletion **(Red Arrow)**.



5. After accepting to delete your account you will receive the following screen asking to enter a **One Time Password**.

unt offboarding	We emailed a 7 digit code to
	This code will expire in 10 minutes.
	Verification token
	P1776-
	Didn't receive the email?
	Check your spam filter for an email from ibmacct@iam.ibm.com.
	You can resend the verification token in <b>21</b> seconds
	Cancel Delete

6. The OTP will arrive to your email and will look something similar to this.



7. Enter the 7-digit code into the text field (Red Arrow).

#### Offboarding

Account offboarding	We emailed a 7 digit code to
	This code will expire in 10 minutes.
	P1776- <sup>Verification token</sup> 2042294 Didn't receive the email?
	Check your spam filter for an email from ibmacct@iam.ibm.com.
	Send Email Again
	Cancel Delete

8. Click on **"Delete" (Red Arrow)**. As stated previously, your IBMid account will be deactivated immediately and your account data will be removed in 30 days. You will not be able to login, access any applications, and will not be able create another IBMid account with the same email address within the 30 day period.

count offboarding	We emailed a 7 digit code to This code will expire in 10 minutes.
	Verification token
	P1776- 2042294
	Didn't receive the email? Check your spam filter for an email from ibmacct@iam.ibm.com. Send Email Again

#### What if I'm not receiving the email with the 14-digit code?

- 1. Oftentimes the email gets mistakenly identified as spam. Checking the spam folder of your inbox is advised. The sender of the email is <a href="mailto:ibmacct@iam.ibm.com">ibmacct@iam.ibm.com</a> with subject "Reset your IBMid password".
- 2. If after a while the email hasn't arrived, please retry the password reset operation.
- 3. In case the email hasn't arrived, check with your company's IT department to validate they are not blocking the emails from sender <u>ibmacct@iam.ibm.com</u>.
- 4. In case the email is neither identified as spam, nor in the block-list of your company's IT department, it is probable the IBMid does not exist.
- 5. If you are confident you have an exsisting IBMid and it was not identified as spam, nor in the block-list of your company's IT department, send an email describing your issue to <a href="mailto:ibmidsupport@ibm.com">ibmidsupport@ibm.com</a>.

#### **Troubleshooting IBMid**

#### What do you do if you forget your IBMid?

Your IBMid is likely in the form of an email address. Users who created their IBMid previous to 2011 can have a non-email based IBMid in the form of a unique single word. If you need assistance with your IBMid, contact your country's <u>IBMid help desk</u>.

#### What if I forgot my IBMid password?

Refer to password reset instructions.

### Contact your country's IBMid help desk for the following situations:

- 1. You no longer have access to the email account associated with your IBMid or feel that the security of that email account has been compromised.
- 2. You receive the following error messages:

IBMid account is disabled Authentication failed due to a configured policy User is not authorized to access the application due to policy constraints

# What if I receive the error message, *The system cannot process your request because the transaction has been idle for too long?*

This error message usually results from one of the following: - When the URL is wrong. To correct it, use the application URL instead of the one that appears on the login webpage. - When the login webpage is idle for an extended time. To correct it, log in again.

#### What if I receive the error message, *The user account is locked*.

For security reasons, your account is locked after multiple unsuccessful login attempts. Refer to the <u>password</u> <u>reset</u> instructions to unlock your account.

# What if I receive the error message, *The system cannot complete your login request* or receive a white screen with a long reference ID?

These errors usually occur because you're trying to access an incorrect or bookmarked URL. The following steps may resolve the situation:

- 1. Clear the browser's cache and cookies.
- 2. Log in to <u>MyIBM</u>.
- 3. Open the parent application URL that you were trying to access.

#### What if IBMid gives an incorrect password error message, but I'm confident I'm using the correct credentials.

Ensure you're trying to log in to login.ibm.com.

# What do I do if I get an invalid code message after entering a one-time passcode (OTP)?

If you're returned to the login screen after entering the OTP you received via a multifactor authentication method, it may be due to a time synchronization issue related to your Google Authenticator app. The following steps only apply to an Android device and should resolve the issue:

- 1. Go to the main menu on the Google Authenticator app
- 2. Select Settings.
- 3. Select Time correction for codes.
- 4. Select Sync now.

Note: Ensure the correct time zone is set on your device; otherwise, you may get an Invalid Code error after entering your second factor authentication. Refer to the <u>synchronization instructions</u> for your device.

#### FAQ for IBMid

#### How do you update your personal information?

You can view and edit your personal contact details directly on your profile.

# How do you manage your multiFactor authentication verification options?

You can manage the multiFactor authentication verification options from your profile.

#### How do you delete your IBMid?

If you wish to delete your IBMid account please follow the process here.

# How do I set up my Google Chrome browser on my mobile device for multifactor authentication?

Use this <u>authenticator extension</u> of Google Chrome if your device isn't accepting multifactor authentication. Note: Shared IBMids are challenged on every login.

#### **Contact Support - Worldwide Help desk**

# When contacting support provide IBMid username and/or email address in the email request.

Americas	Hours			Phone E		Email - 24/7				
Canada, French	French 08:00 - 17:00 ET, M-F +1 888 426 4409 ibmids		8:00 - 17:00 ET, M-F +		support@ibm.	<u>com</u>				
				+18	364 412 2	417				
All countries -English	24x7			+18	388 426 4	409	ibmids	support@ibm.	<u>com</u>	
				+18	364 412 2	417				
Asia Pacific	ŀ	lours		Ph	one		Emai	l - 24/7		
All countries - English	24x7	+1 8		388 4	26 4409	<u>ibm</u>	<u>idsuppo</u>	ort@ibm.com		
Europe		Hou	irs		Pł	none		Email	- 24	/7
Austria - English		08:00 - 17:00 G		GMT	+43-1-22	1-21145 7172		ibmidsupportuk@ibm.com		
Belgium - English		08:00 - 17:00 G		GMT	+32 2210	) 982	23	ibmidsuppor	tuk@	ibm.com
Denmark - Danish, En	glish	08:00 - 17:00 G		GMT	+45 4524 5443		ibmidsupportuk@ibm.cor		ibm.com	
Finland - Finnish, Engl	nland - Finnish, English 08:00 - 17:00 GMT +:		08:00 - 17:00 GI		+358 800	) 117	7 330	ibmidsuppor	tuk@	ibm.com
France - French, Engli	ce - French, English 08:00 - 17:00 GMT +33 0158 753 011		08:00 - 17:00 G		3 011	ibmidsuppor	tuk@	ibm.com		
Germany - German, Ei	nglish	08:00 - 17:00 G		GMT	MT +49 7034 287 234		7 2343	3 ibmidsupportuk@ibm.co		ibm.com
Italy - Italian, English		08:00 - 17:00 G		0 GMT +39 027 031 2178		2178	ibmidsuppor	tuk@	ibm.com	
Netherlands - English		08:00 - 17	:00 (	GMT	MT +31 20 514 5004		004	ibmidsupportuk@ibm.com		ibm.com
Norway - Norwegian, I	English	08:00 - 17	:00 0	GMT	+47 66 9	9 84	58	ibmidsuppor	tuk@	ibm.com

Europe	Hours	Phone	Email - 24/7
Sweden - Swedish, English	08:00 - 17:00 GMT	+46-8-7935009	ibmidsupportuk@ibm.com
Switzerland - English	08:00 - 17:00 GMT	+41 58333 0181	ibmidsupportuk@ibm.com
UK - English	08:00 - 17:00 GMT	+44 0800 169 1458	ibmidsupportuk@ibm.com